

# **BUDGET / FACILITIES SUBCOMMITTEE MEETING**

## **MINUTES**

**Monday, March 18, 2013**

**Oliver Administration Building**

### **Present**

**Subcommittee: Susan Rancourt, Chair, John Bento, Marjorie McBride and Paul Silva**

**School Committee, Administration and Staff: Diana Campbell (arrived 6:20 p.m.), Karen Lynch, William O'Dell, Melinda Thies, Mario Andrade, Pauline Silva and George Simmons**

**Susan Rancourt, Chair, called the meeting to order at 6:05 PM.**

### **Approval of Minutes**

**MOTION: Marj M. made a motion to approve the February 21st and February 25th meeting minutes; seconded by John B. The motion passed unanimously.**

### **Facilities Focus**

## **Security Project Update**

**George S. reported that all hardware for the card readers have been installed throughout the school buildings. As of today, the printing of the ID cards was completed. The rest of the schools have been added to the database.**

## **Oliver Building Update**

**George S. reported that all repairs are complete. Tomorrow, all desks and offices will be re-set up which will give those employees who occupy that space an opportunity to rearrange the office from how it was originally if they so desire. George stated that the support structure for the stairs was rebuilt and that concrete will be put on the lower surfaces to guard against any further settling issues. Paul S. asked why the settling occurred in the first place. George responded that the area was rotted due to the fact that it was an enclosed area prone to dampness. Melinda T. added that there have been water issues on that side of the building as well.**

## **Rockwell Building Update**

**George S. reported that the entry doors have been ordered. Target date for the installation is prior to or during April school vacation. George S. also mentioned the pipe burst that occurred at Rockwell which was caused by the sprinkler. George S. described the design of the sprinkler system which is a dry system that has a bladder inside of it that will collapse and fill with water when it loses enough**

air. This ended up happening causing the pipe to fill with water and then ultimately leaking. George S. stated they are working with the insurance company concerning some damaged floor tiles.

### **Event Coordinator Responsibilities Report**

Pauline S. asked if there were any questions concerning the Event Coordinator Responsibilities Report that was sent out with the School Committee Packets. Susan R. believes that due to the fact that Kickemuit Middle School kids often get locked out of the building while participating in a sporting event or after school activity that there needs to be a way to communicate to the inside of the building from the outside. Susan R. made the suggestion of having a secretary for the building shift their hours to cover the shoulder times during the day. Melinda T. responded that they are there to cover the instructional day, but it is something that could be looked into. Melinda T. added that COZ hired an additional COZ support person to cover shoulder times. Melinda T. asked George S. how often Hugh Cole and Colt Andrews are used after school hours during the week. He responded, 2-3 times a week and 3 to 4 times a week respectively. Pauline S. commented that an event supervisor only work for outside groups and that the non-profits are not considered an outside group.

### **Budget Focus**

### **JFC Meeting Discussion**

Susan R. polled those present to see who would be in attendance at

next week's meeting for Bristol Warren Regional School District presentation of their budget to the Joint Finance Committee. Melinda T. stated that their presentation will show outcomes and successes of the district. She said that she is working with the high school video department on putting together a video program that will be under three minutes which will look like a business model, but will also be a visual to showcase the kids engaged in activities highlighting our district's main focus, the children. Melinda T. said she will then go on to give the same presentation that she gave at the February workshop meeting which will look like traditional past presentations, but stressing that the budget proposal is a five year plan which extends beyond FY14. Melinda T. feels this will be an invitation to both towns as an opportunity to work together with the challenges of the funding formula. Bill O. asked for the benefit of the audience would there be anything within the presentation indicating that our budget is contingent on whether or not Warren pays us the amount they are supposed to. Pauline S. stated that the district has never received official word from Warren that they would not pay. Warren has until June 30th to provide us with those funds and would still be in total compliance. At that time, if we did not receive payment from Warren, that amount would then go into accounts receivable. Pauline S. also added that if someone from the audience were to ask about the situation with Warren, at that time we could respond. Melinda T. also stated that this budget is built on what the Joint Finance Committee approved last year. Susan R. suggested that within the presentation stress that the numbers are based on what was approved not what

was received. Bill O. said it would be good to highlight the allocations from each town. Paul S. asked Melinda T. if she is planning on sending out notification to the public about the Joint Finance Committee meeting. She responded that she will do a ConnectEd and notify the constituents through a letter as well. Marj M. suggested putting a notice in both papers as well.

### **FY13 Update**

Pauline S. discussed her school committee reports which will be part of the admin reports that will go out with the school committee packets on Thursday. She highlighted some points from the School Committee Report by object code explaining that it is broken down by General Fund, Capital Reserve and Debt Service. Pauline S. stated that this budget is very strong and where she wants it to be. Pauline S. then went through the School Committee Report by function code which shows expenditures for all funding by function (programs). Pauline S. stated that this report is showing the same information as the previous report, just in a different format. Pauline S. reiterated that this budget is very strong. Diana C. asked why the student activity fund was not shown. Pauline S. responded that it is not shown because it is not our money and is held in the custody of others. Pauline S. said that she can give a breakdown of this for the next meeting. Paul S. commented that it is amazing that we are halfway through the year and have spent half of the dollars for instructional materials showing we are right on target. Pauline S. responded that the district takes great pride in this. Pauline S.

highlighted that capital projects listed on the reports shows where we are to date. Paul S. asked that barring any catastrophe will we have a little money left over and Pauline S. responded yes.

### **Review of Stipend List**

Karen L. asked if the DECA teacher receives a stipend. Pauline S. responded that they did not. Karen L. then asked what the difference was for DECA since that person goes on after school trips, etc., similar to other clubs represented on the stipend list. Pauline S. said that the DECA teacher's expenses are covered. Marj M. asked why deans get stipends. Paul S. responded that it is part of the dean's job requirement to attend performances. Melinda T. stated that we need to look at outcomes. We might see less dedication if a position is not being compensated commensurate to the number of hours put in and the number of students participating. Paul S. added that if an individual isn't receiving a stipend, their salary might be adjusted. Marj M. said that her issue is when someone receives a stipend for what is part of their job requirement. She said she does not have a problem, though, when a club leader which allows ALL students to participate receives a stipend. Melinda T. reminded everyone that the school committee approves these stipends. Diana C. would like to see a table that shows how many students participate in each club. Pauline S. stated that this is part of our plan and that she has recently been made aware of a formula that exists for determining stipends based on number of students participating and time on task. Bill O. commented that he believed the Budget/Facilities Subcommittee does

not have the authority to award or increase stipends on its' own and only the full committee can do so. He added that according to past practice, the full stipend list was brought to the full committee for approval because stipends would constitute pay raises which cannot be granted by a subcommittee.

A comment was made to see the stipend list broken down per middle school and high school. Pauline said it will take some time to put together. Marj M. reiterated that she believes that clubs which are open to everyone should be subsidized, but those that are not open to all students should not be subsidized.

(Diana C. left at 7:07 p.m.)

Karen L. asked what the Interact Club is. Melinda T. responded that it is through the rotary and acts as a service club. Paul S. confirmed that the Athletic Director stipend will change in FY14.

(Diana C. returned at 7:10 p.m.)

Karen L. said that she would like the Budget Subcommittee to look into a stipend for DECA. Paul S. said he would like to find out more information about DECA and to wait on the stipend formula calculation before determining any dollar amount.

**MOTION:** Paul S. made a motion to consider stipend for DECA pending administrators calculation using stipend formula; seconded

**by Marj M. The motion passed unanimously.**

**Diana C. recommended taking an evaluative look at stipend list. Susan R. said this item will be revisited at a future meeting.**

### **Potential Activities/Clubs Bonuses Discussion**

**This item was covered as part of the review of stipend list discussion.**

### **Next Meeting**

**Susan R. asked the secretary to include “Future Agenda Items” on agendas.**

**There will be a meeting on Monday, March 25th at 6:30 p.m. prior to the school committee meeting. There will also be a meeting on Thursday, April 4th at 6:00 p.m.**

### **Adjournment:**

**MOTION: At 7:22 p.m. Marj M. made a motion to adjourn the meeting; John B. seconded. The motion passed unanimously.**

**kd**